

Approved For Release 2006/12/08 : CIA-RDP78-00487A000100150003-4

ADMINISTRATIVE - INTERNAL USE ONLY

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

DIRECTORATE OF ADMINISTRATION

REGULATIONS CONTROL STAFF



MORI/CDE

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RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records Disposition Authorizations granted by the U.S. Congress the attached Records Control Schedule 14-74 for the Regulations Control Staff, DDA, is approved and implementation of the disposition instructions contained therein is authorized. This revision supersedes Records Control Schedule 14-58.

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Preparation:

Review:

2 Dec 1974
Date

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RECORDS CONTROL SCHEDULE		CLASSIFICATION ADMIN-IUO	OLD SCHEDULE NO(S). 14-58	REVISED SCHEDULE NO. 14-74
OFFICE, DIVISION, BRANCH Regulations Control Staff, Administration Directorate (14-58 - Deputy Director Support - Regulations)		DATE(S) 195	JAN 1974	
TYPE CONCURRENCE OFFICER'S NAME AND TITLE Chief, Regulations Control Staff		CONCURRE	STAT	
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS
14-58 12	1	REGULATIONS SUBJECT FILES This file contains material which reflects the policies and procedures as they relate to regulations in general. The files also contain copies of correspondence and memoranda pertaining to general administrative and housekeeping functions of the staff. Filed by subject title. a. Documentary material b. Administrative type material	1 1	Permanent. Disposal not authorized. Retain in current files area indefinitely. Transfer to Records Center when no longer needed in current files area. Temporary. Destroy after one year. Cut off at the end of each year and destroy one year thereafter.
14 & 15	2	AGENCY REGULATIONS BACKGROUND FILES Consists of all regulatory material proposed for publication. File includes all drafts, correspondence, concurrence, non-concurrence, comments, authentication, plus final printed documents, and other pertinent data relating to the history of each publication. Filed by issuance number. a. Active file	1	Permanent. Materials are put into closed file when issuance is published

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
		ADMIN-IUO		
19	5	PUBLICATIONS CONTROL CARD Consists of Form 574, Publications Control, a visible index card which serves as a perpetual inventory of each numbered Agency issuance. Card contains abstract of history of each issuance and is used as a ready reference. Cards are also used as the master control of assigned numbers and to record retirement to the Agency Archives. Filed numerically.	5	Permanent. Disposal not authorized. Retain in current files area indefinitely. Transfer to Agency Archives when no longer needed in current files area.
22	6	SUPPLEMENTAL DISTRIBUTION FILE These are extra copies of current regulatory issuances used to fill supplemental requests, held in headquarters in addition to those stored in the Records Center. Filed by issuances number and segregated by headquarters and field.	1	Temporary. Destroy all extra copies when issuance becomes obsolete (rescinded or expired).
13	7	COURTESY COPIES These constitute advance notice which is forwarded to the staff whenever a revision or new regulation has been drafted. Maintained for reference purposes and in planning activities for the staff. Filed by issuance number or subject.	1	Permanent. Disposal not authorized. Incorporate with background material when a job file is initiated.
20	8	DISTRIBUTION CONTROL FILE Consists of a record used to control the initial distribution of Agency regulatory issuances. Information recorded indicates offices to which distribution is made, date, number of copies, and also number of copies held in reserve. Filed numerically under each category series.	1	Temporary. Destroy when no longer needed for reference purposes. (Per NARS, these are purely for administrative control and have no permanent value.)

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION ADMIN-IUO	VOLUME	DISPOSITION INSTRUCTIONS
16		COORDINATION COPIES			Deleted as no longer maintained.
21		"CONTROLLED DISTRIBUTION" ACCOUNTABILITY FILE			Deleted as no longer maintained.
23		REPRODUCTION REQUISITIONS			Deleted as no longer maintained.
24		INDIVIDUAL SUSPENSE FILES			Deleted as no longer maintained.
25		CLASSIFIED MAIL RECEIPTS			Deleted as no longer maintained.

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